

**LA SALLE**

**COLLEGE**

**COLLEGE BULLETIN**


**STUDENT HANDBOOK**











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# LA SALLE COLLEGE

COLLEGE BULLETIN



AMEN

STUDENT HANDBOOK

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## LA SALLE COLLEGE STUDENT HANDBOOK



BROTHER DANIEL BURKE, F.S.C., Ph.D.  
*President*

*La Salle College has more than 6,000 students in day and evening classes, some 300 teachers and 40 administrators, and an alumni of over 15,000. A community this large needs some structures and procedures to make it work, and you as a student need to know something about how it works if you are going to get the most out of your college life. That is what this handbook is all about. This book will supplement your copy of the College Catalog and will help keep you informed about the privileges and responsibilities that are yours as a member of the La Salle community.*

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## ORGANIZATION OF THE COLLEGE

The college is organized into four areas, each headed by a vice president. These officers report to the President, who in turn is responsible to the Board of Trustees. The concern of each area is evident in its name: Academic Affairs, Business Affairs, Public Affairs, and Student Affairs.

### **Academic Affairs**

The Vice President for Academic Affairs directs this area of primary importance. He is assisted principally by the deans of the School of Arts and Sciences, the School of Business Administration, and of the Evening Division. Assisting the deans are the various department chairmen. Much of the work of the area is carried on by committees of students, faculty, and administration such as the Curriculum Committee and the Academic Affairs Committee. These committees and the departmental boards give students a voice in making the policies that affect their academic life.



**BROTHER EMERY MOLLENHAUER, F.S.C.**  
*Vice-President for Academic Affairs*

## **Business Affairs**

The Business Affairs area is principally responsible for the implementation and the administration of the physical and fiscal programs that assist in accomplishing the educational aims of the College and at the same time for maintaining financial stability. The Vice President is assisted by a Coordinator of Physical Development and Planning, a Comptroller, a Superintendent of Buildings and Grounds and the managers of the various auxiliary enterprises.



**DR. JOSEPH J. SPRISLER**  
*Vice-President for Business Affairs*

## **Public Affairs**

The Public Affairs area is charged with the task of communicating the policies and goals of the College to its many publics. The area includes the Development Office, the News Bureau, the Alumni and Office of Career Planning and Placement. Advising the Vice President is the Public Affairs Committee made up of administrators, faculty, and student representatives.



**MR. JOHN L. McCLOSKEY**  
*Vice-President for Public Affairs*

## Student Affairs

The Vice President for Student Affairs is responsible for administering student life programs outside the classroom, student welfare services, and student discipline. Under his direction religious, psychological, social, cultural, and recreational programs are conducted; services are provided in the areas of housing, counseling, health, and financial aid; and a faculty-student judicial system for adjudicating violations of the student code of conduct is administered. Aiding him are the Dean of Students and the Directors of Athletics, Campus Ministry, College Union, the Counseling Center, Financial Aid, Health Services, Housing, and Student Activities. Students serve on all standing committees in the area: Student Affairs, Student Development, Athletics, Faculty-Student Judicial Board, Student Press, Funding, and Financial Aid.



DR. THOMAS N. McCARTHY  
*Vice-President for Student Affairs*



## STUDENT ORGANIZATIONS AND ACTIVITIES

### Student Government Association

The Student Government Association is recognized as the official independent and representative instrument for the expression of student opinion. It serves as a liaison group between students and the college.

One of the primary functions of the Student Government Association is to provide for the involvement of students in a productive partnership in the governance of the college. This is done by appointments to the various college committees whose composition attempts to reflect diverse student interests.

All student appointments to college committees are made by the President of the Student Government Association with the approval of the Student Government Association Executive Board.

The Student Government Association Executive Board is comprised of 12 students: President, Vice-President, Secretary, Treasurer and the four Class Presidents. Also included are representatives from the following organizations:

*Inter-Fraternity Council* - Supervises and coordinates the recognized fraternities; consists of president and representative from each fraternity.

*College Union Committees* - Consists of Art, Film, Music, and Weekend committees; organizes social and cultural activities in the Union.

*Residence Council* - Acts as voice of resident students.

*Academic Affairs Commission* - Representing students on Departmental Boards.

### Academic Department Boards

Students are offered the opportunity to participate in decisions regarding their academic life through membership in their academic department's Board. Although each academic department may organize in its own manner, the Departmental Boards typically consider such things as: curriculum revision, teacher evaluations and general academic concerns.

### Student Affairs Committees

#### *Student Affairs*

The Committee on Student Affairs is an advisory body to the Vice President for Student Affairs and is charged with reviewing and assisting in formulating policies governing student life outside the classroom. In addition to policy review, the committee has the authority to review and recommend all student affairs services, activities and regulations.

The Committee is comprised of three student affairs administrators, three faculty members, six students, and the Vice President for Student Affairs (*ex officio*), and chairman.

## *Student Development*

The Committee on Student Development is an advisory body to the Vice Presidents for Academic and Student Affairs. The purpose of the committee is to examine means beyond the classroom for achieving college objectives in the area of student development and to recommend new programs.

The Committee is comprised of three student affairs administrators, five faculty members, and five students.

## *Athletics*

The Committee on Athletics is an advisory body to the Vice President for Student Affairs. Its purpose is to review intercollegiate athletic policies and practices to assure that they conform to College, MAC, ECAC, and NCAA rules and regulations; to investigate allegations; and to study and make recommendations about the conduct of intercollegiate sports.

The Committee is comprised of one student affairs administrator, six faculty members, two students, two alumni, and the Sport Information Director (*ex officio*).

## *Faculty-Student Judicial Board*

The purpose of the Faculty-Student Judicial Board is to adjudicate cases involving violation of College rules and regulations which occur outside of the residence halls. Membership includes six faculty members and nine students. A panel of three students and two faculty members is drawn from the available Board members to hear a case. The nine student members of the Board are appointed by the Student Government Association. The six faculty members of the Board are appointed by the Faculty Senate.

## *Residence Hall Judicial Board*

The purpose of the Residence Hall Judicial Board is to adjudicate cases involving violations of College rules and regulations which occur in residence halls or College owned housing.

Any resident student may submit an application for Board membership. Application is made to the present Judicial Board which recommends candidates for Judicial Board membership to the Residence Council.

## *Student Press Committee*

The Student Press Committee has been established by the administration of La Salle in an attempt to create and maintain an environment in which high quality student publications might most effectively benefit the entire College Community. The Board formulates general policies for the student newspapers, and advises the Vice President for Student Affairs on matters in that domain.



## STUDENT ORGANIZATION PRESIDENTS AND ADVISORS

<i>Organization</i>	<i>President</i>	<i>Advisor</i>
Student Government Association	James F. Anthony, III	Mr. Gerald T. Dees
Class of 1974	Richard Alexander	
Class of 1975	James Spaziano	Dr. Charles H. Schrader
Class of 1976	Patrick F. N'Piere	Ms. Roseanne Hofmann
Class of 1977		Dr. Thomas Lowery
Residence Council	Roy Ettenger	Ms. Mary Kay Jordon
Academic Affairs Commission	Theophil Kuriata	Bro. Emery Mollenhauer
Interfraternity Council	Vincent Long	

### Co-Curricular Clubs

Accounting Association	Edward Campanella	Dr. Walter Kaiser
Chymian Society (chemistry)	William A. Richards	Dr. Ralph Tekel
German Club	Joseph Mc Veigh	Dr. Diane Blumenthal
Historical Society	John Biehl	Dr. George B. Stoew, Jr.
Italian Club	A. Charles Carnevale	Dr. Domenico De Marco
Marketing Association	Anthony Garvin	Dr. George R. Swoyer
Newtonian Society (physics)	Stephen Rozak	Bro. Mark Guttman
Phi Alpha Beta (biology)	Michael Gallagher	Bro. James Muldoon
Philosophy Club		Dr. Eugene Lashchik
St. Thomas More Society (pre-law)	Anthony R. Quinn	Dr. Edward J. Domineske
Society for the Advancement of Management		
Sociological Society	Anthony Martin	Dr. Bernard Goldner
Ukrainian Club	Thomas Lorandeau	Dr. Richard Leonard
Weber Society (english)	Roman Procyk	Dr. George Perfeky
	Harry Ewald	Dr. John Seydow

### Honor Fraternities

Alpha Epsilon Delta (pre-med)	Michael Weiss	Dr. John S. Penny
Alpha Psi Omega (theatre)	Joseph Urbanik	Mr. Dan Rodden
Beta Alpha (accounting)	Joseph Borgese	Mr. Michael De Angelis
Delta Sigma Pi (business)	Dennis R. Rubisch	Dr. Edward Domineske
Kappa Mu Epsilon (math)	Frances Parratto	Dr. Sam Wiley
Omicron Delta Epsilon (economics)	Herb Taylor	Dr. Casimir S. Ciesla
Phi Alpha Theta (history)	Mark Gregory	Dr. J. Sandor Cziraky
Pi Delta Phi (french)	Gerrienne Burke	Dr. Richard P. Boudreau
Pi Sigma Epsilon (marketing & sales)	Stephen R. Landers	Dr. George R. Swoyer

### Social and Service Fraternities

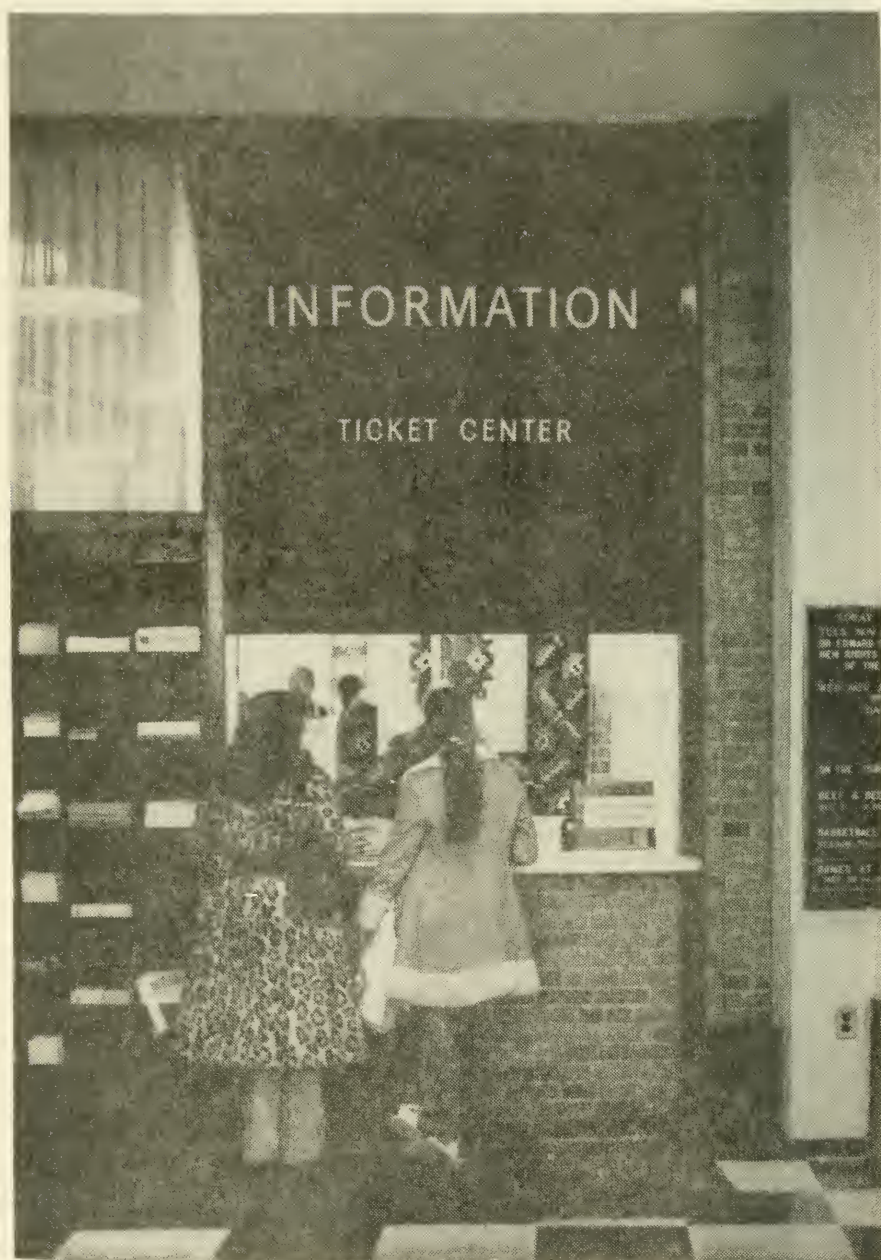
Gamma Sigma Sigma	Margaret Sidelecki	Ms. Carolyn Halstrick
Kappa Alpha Beta	Robert H. Waters, Jr.	
Phi Kappa Theta	Kenneth D. Hagerman	Mr. Fred Foley, Jr.
Phi Sigma Kappa	James McDermott	Dr. Robert Courtney
Sigma Beta Kappa	Thomas Conroy	Bro. Thomas J. Donaghy
Sigma Phi Lambda	Robert Drennen	Mr. Joseph Moran
Tau Kappa Epsilon	Richard R. Murray	Bro. Richard Hawley

### Extracurricular Activities

Black Student Union	Charles Harris	Mr. Ronald Fisher
Co-Ed Drill Team	Roni Gordon	Capt. Alexander Koziolk, Jr.
Gavel Society	Edward Shoemaker	Mr. Mark Kadzielski
Howitzer	John Farley	Maj. Helmut Gauss
Jewish Student Union	Michael A. Locke	Rabbi Bernard Frank
La Salle Singers	Rosemary Angemi	Dr. George Diehl
Masque	Bernadette Galanti	Mr. Dan Rodden
St. Gabriel's Club	John Bretschneider	Dr. John C. White
Semper Fidelis Society	William Kennedy	Dr. George R. Swoyer
Veteran's Club	Harry Ewald	Bro. Claude Demitras
WEXP	Larry Walinsky	Mr. John H. Veen
	Robert Siegel	

# INFORMATION

## TICKET CENTER





### Activities Funding Board

The Activities Funding Board has been established by the College's Student Affairs Committee to assist the Director of Student Activities in administering the affairs of student organization accounts.

*Duties: (Approved by Student Affairs Committee April 27, 1971)*

1. To review budgets of all student organizations requesting or receiving institutional funding.
2. To hear the funding requests of new student organizations.
3. To annually recommend and submit budget appropriations for regularly funded organizations.
4. To hear requests of student organizations desiring funds which exceed their annual budget allotment and to provide financial assistance for new programs from the Contingency and Travel Budgets.
5. To arbitrate any disputes related to student organization accounts.
6. To recommend to the appropriate college authority any modification or addition to the way in which funds are secured for student organizations.

**Membership:** Three faculty members appointed by the Faculty Senate, three Student Affairs Administrators, six students appointed by Student Government Association, and Chairman (*ex officio*), Director of Student Activities.



## **Institutional Recognition of New Student Organizations**

Students wishing to obtain recognition for new Organizations should submit to the Student Government Association (S.G.A.) a list of officers and a constitution containing a statement of purpose, criteria for membership and rules of procedures. (*Approved by Student Affairs Committee December 14, 1971*)

Assistance from the S.G.A. is provided to groups who need help in composing a constitution. The S.G.A. reviews all new constitutions to be sure they convey required standards for recognition, and then forwards them to the Student Affairs Committee (S.A.C.) with recommendations for, or against, recognition. Institutional recognition is granted by the S.A.C. Before recognition is granted, the Director of Student Activities is available to provide a complete explanation of the benefits of institutional recognition and College policies that pertain to recognized organizations. (*Approved by Student Affairs Committee December 14, 1971*)

The College may deny recognition to groups whose purpose is not consistent with the institution's aims and philosophy as stated in the *College Bulletin*. (*Approved by Student Affairs Committee September 18, 1972*)

Institutional recognition of new student organizations implies that new groups may: use College facilities; obtain a mailbox; open a number three account in the Bursar's Office; associate the name of the College and their organizational name in their dealings; participate in all-College functions such as Open House; and apply to the Activities Funding Board for financial help for their open programs. Funding, however, is not assured. (*Approved by Student Affairs Committee December 14, 1971*)

## **Loss of Institutional Recognition for Student Organizations**

Any student organization which has obtained institutional recognition and which violates its own constitution or fails to comply with college regulations is liable to loss of institutional recognition, including funding. (*Approved by Student Affairs Committee January 20, 1972*)

Should either of these points be violated by the recognized student group, a complaint may be filed by an administrator, faculty members, or student to the Student Government Association. The Student Government Association forwards the complaint to the Director of Student Activities, who in turn reviews the case against the student group. If, after his review, the Director feels the complaint is valid, he forwards the case to the Student Affairs Committee which hears both sides. After discussion, the Student Affairs Committee makes a recommendation to the Vice President for Student Affairs for, or against, loss of recognition. If a recommendation for loss of recognition is suggested and accepted by the Vice President, the group loses all rights granted it as an institutionally recognized student organization. (*Approved by Student Affairs Committee September 18, 1972*)

## Varsity Athletic Teams

There are Men's Varsity Teams in Baseball, Basketball, Crew, Cross Country, Track, Field, Golf, Rifle, Soccer, Swimming, and Tennis. There are Women's Varsity Teams in Field Hockey, Basketball, Volleyball, Swimming, and Softball. Students in good standing are welcome to compete for positions on these teams.

## Intramural Athletic Teams

Those not interested in Varsity competition are encouraged to participate in the Intramural Program. This program has undergone a quantitative expansion and qualitative upgrading since the opening of Hayman Hall. The program includes:

Touch Football	Men's Free Throw	Men's Tennis
Open Basketball	Women's Free Throw	Women's Tennis
Dorm Basketball	Men's One-On-One	Mixed Doubles
Frat Basketball	Water Polo	Men's Table Tennis
Women's Basketball	Softball	Women's Table Tennis
Men's Volleyball	Squash	Handball
Women's Volleyball	Track & Field	Billiards
Co-ed Volleyball	Swimming	Shuffleboard
		Golf

## Intramural Athletic Program — General Information

### *How to Enter Intramural Competition*

Announcements regarding registration for intramural activities are posted in Hayman Hall, on the Campus, and when possible, published in the Collegian.

Entry blanks may be obtained, filled out, and returned to the Intramural Office during the announced periods.

Individuals interested in participating may join any group planning to enter a team in that sport or register with the Intramural Office, where every attempt is made to place them on a team.

The Intramural Department cannot contact each individual or team interested in participating and, therefore, places with the individuals or team managers the responsibility of registering for the activities in which they wish to participate.

### *Eligibility Regulations*

1. All regularly enrolled, full time students are eligible to participate in the Intramural Program, except as stipulated by the following rules:
  - A. No student may play on more than one team in the same sport in the same league.
  - B. The Intramural Department does not assume responsibility for the eligibility of players, but assists organization managers and individuals with questions of eligibility and interpretation of rules.

- C. Team captains and-or team managers are directly responsible for the eligibility of their players.
  - D. Students who have won a varsity letter from this college or any other may not compete in the sport or associated sport in which they won the letter, unless specifically outlined by this department.
  - E. Students who have received, or are receiving an athletic grant-in-aid may not compete in the sport or associated sport, for which they received the aid, unless specifically outlined by the department.
2. Any organization permitting an individual to play in violation of the eligibility rules forfeits all games in which that individual participated. The individual is barred from further intramural competition for the remainder of that school year.

### *Injuries*

The College assumes no responsibility for injuries received during Intramural competition. The College advises that all participants in intramurals be covered by accident or medical insurance.

### *Officials*

The La Salle College Intramural Officials Association was formed in 1972 to maintain high standards of officiating and to provide direction and training for anyone interested in officiating. Membership is open to any interested student. Experience is desired, but is not necessary.

### **Tentative Intramural Calendar**

<i>Activity</i>	<i>Registration Begins</i>	<i>Registration Closes</i>	<i>Competition Begins</i>
Touch Football	Wed., Sept. 12	Wed., Sept. 19	Sat., Sept. 22
Volleyball	Mon., Sept. 24	Mon., Oct. 1	Mon., Oct. 8
Squash	Mon., Oct. 15	Mon., Oct. 22	Tues., Oct.30
Swimming	Tues., Oct. 16	Tues., Oct. 23	Wed., Nov. 7
Shuffleboard	Mon., Nov. 12	Fri., Nov. 16	Tues., Nov. 27
Open Basketball	Mon., Nov. 12	Wed., Nov. 21	Wed., Dec. 5
Frat Basketball	Mon., Dec. 10	Thurs., Dec. 20	Sun., Jan. 20
Dorm Basketball	Mon., Dec. 10	Thurs., Dec. 20	Sat., Jan. 19
Women's Basketball	Mon., Dec. 10	Thurs., Dec. 20	Tues., Jan. 22
Free Throw Tournament	Mon., Feb. 4	Fri., Feb. 8	T.B.A.
One-On-One	Mon., Feb. 4	Fri., Feb. 8	T.B.A.
Table Tennis	Mon., Jan. 21	Mon., Jan. 28	Mon., Feb. 4
Handball	Mon., Feb. 4	Mon., Feb. 11	Mon., Feb. 18
Billiards	Mon., Feb. 18	Mon., Feb. 25	Wed., Mar. 13
Water Polo	Mon., Feb. 18	Mon., Feb. 25	Wed., Mar. 13
Tennis	Wed., Mar. 13	Mon., Mar. 20	Mon., April 1
Track & Field	Mon., April 1	Mon., April 8	T.B.A.
Softball	Wed., Mar. 13	Wed., Mar. 20	T.B.A.
Golf	Mon., April 1	Wed., April 3	T.B.A.



## Club Sports

For those interested in sports that are not a part of either the Varsity or Intramural Programs, La Salle College Club Sport Teams exist. These Club Sport teams and their organizations on Campus are a separate division from either Intercollegiate or Intramural Programs. They operate with the permission of, and answer to, the Director of Athletics and exist only by virtue of interest, support, and time given by the students. Club Sport teams are not funded in any way by the College. At present, four La Salle College Club Sport teams exist: they are: Fencing Club, Karate Club, Ice Hockey Club, and the Skydiving Club. For information concerning these Club Sport teams or the formation of others, please contact the Assistant Athletic Director's Office.



## STUDENT SERVICES

### Religious Activities

Participation in liturgical celebrations and in other communal religious activities is voluntary. But because these activities are considered important to student's growth in the community at large, frequent opportunities are offered to join with other students and the whole campus community in such activities.

With the understanding that ministry - that is, service to others - is the responsibility of the whole community and not to be specified to the clergy alone, the Campus Ministry Office exists to help with programs and activities that are promoted and developed for the good of the community and the persons who compose it.

The Director and members of the Office are available for counseling in matters of spiritual or personal difficulty. Their offices adjoin the student chapel on the lower level of College Hall.

Notices of religious activities are posted regularly on the Campus Ministry bulletin boards on campus.

### Counseling Center

Located on the first floor of McShain Hall, the Counseling Center offers students assistance throughout their college years in these areas:

*Educational:* appraisal of academic strengths and weaknesses; help in improving study habits, selecting a major, or planning for graduate or professional school.

*Vocational:* assessment of interests and aptitudes; assistance in exploring career possibilities, obtaining occupational information, and making vocational and career decisions.

*Psychological:* help with social and emotional problems, adjustment difficulties, and interpersonal problems through individual or group counseling.

*Diagnostic:* The option of referral to a psychiatrist for diagnosing possible causes of reading, learning, social and other similar adjustment problems is available through the Center.

In addition, the Center maintains up-to-date files on Selective Service requirements. Questions on any aspect of the draft may be discussed with one of the counselors. Drug literature, application forms for admission tests for graduate and professional schools, and directories which list graduate awards, fellowships and financial aid for every major graduate and professional field of study are also available.

You may make an appointment either through the Counseling Center



Secretary directly or by calling extension 231. If you want an immediate conference, a counselor is available each day through the Center's walk-in service.

## **Peer Counseling**

Pier 19 is a student information and referral service operated by students to help with questions concerning campus life as well as difficulties of a vocational, academic and personal nature. Ongoing discussion sessions are held in the Pier 19 lounge. These are open to all students.

The Pier 19 office is located in Leonard Hall. Regular hours are posted. No appointments are necessary. Any student wishing information may "walk-in" or contact Pier 19 through campus mail or by phoning VI 8-8300, extension 497.

## **Financial Aid**

Financial aid is designed for those students who, without such assistance, would be unable to attend college. Financial aid includes scholarship grants, long term loans, and employment opportunities which the student may use singly or in various combinations.

Students in need of financial assistance in order to complete their education are encouraged to consult with the Director of Financial Aid concerning programs available to them.

## **Work Study Program**

The College Work Study Program is designed to aid needy students by providing them with on-campus and off-campus jobs to help defray the cost of their education. Applications for the Work Study Program are obtained at the Financial Aid Office.

## **Career Planning and Placement Bureau**

The Career Planning and Placement Bureau, located on the second floor of Benilde Hall, provides service for the student, alumnus, institution and the employer. Its objective is to assist people in their career planning and employment activities.

The Educational Placement Office assists seniors and alumni interested in teaching positions.

The Industrial Placement Office maintains files of company literature. It furnishes occupational and vocational information and arranges for representatives from business, industry and government to visit the campus and conduct interviews. It maintains contact with employers unable to visit and refers qualified applicants for available positions. Counselors advise students as to opportunities for on and off campus part-time and summer employment.

## **Veterans**

Veterans attending under the benefits of the "Veterans Readjustment Act of 1966" are required to submit their "Certificate of Eligibility" to the Business Office of the College, Room 103, College Hall. The Business Office will certify the Veteran's enrollment and attendance for each term to the Veterans Administration. If the Veteran withdraws and returns to the College at a later term, the Veteran must notify the Business Office of the College, *in writing* of the Veteran's request to again be certified to the Veterans Administration. Veterans are required to satisfy their financial obligations to the College in the same manner as all other students.

## **Dispensary**

As part of the College's health service program, the dispensary is available for initial care and for emergency use by all students, faculty and staff. Located on Olney Avenue adjacent to St. George Hall, it is operated under the direction of the College Physician, a registered nurse and a licensed practical nurse.

Hours: Monday through Friday, 9:00 A.M. to 5:00 P.M., when classes are in session.

The clinical facilities of Germantown Hospital (adjoining the campus) are at the disposal of any student in case of emergency. Students seeking hospital treatment are to present their I.D. card or other evidence of student status. Students are responsible for any fees charged.

## **Blue Cross and Blue Shield - Student Programs**

Blue Cross (hospital insurance) and Blue Shield (medical-surgical insurance) offer special rates for full-time college students who are under 23 years of age and are in reasonably good health. Both programs are in effect 12 months per year and service is not limited to the Philadelphia area. Blue Cross student coverage is \$5.00-month; Blue Shield is \$2.76-three months. Participation in these programs is optional, except for international students. Participation is strongly recommended for resident students. Further information is available in the office of the Vice President for Student Affairs.

## **News Bureau**

All news releases concerning La Salle emanate from the News Bureau.

You are encouraged to take advantage of the services of the News Bureau by forwarding any newsworthy items concerning your activities. These are forwarded to local and hometown newspapers and other interested media.

The La Salle Magazine, mailed quarterly to alumni, students and friends, is prepared by the News Bureau and the Alumni Office.

# **DISCIPLINARY POLICIES AND PROCEDURES**

## **Student-Institutional Relationship**

A student's matriculation at La Salle College is a voluntary decision which involves acceptance of the responsibility to perform academically and to behave socially in ways consistent with the purposes and objectives of the College. It should be understood that standards of performance and of social conduct may be higher than is required of the general public. While the student has an obligation to adhere to the standards required by the College, for its own part the College accepts a corresponding responsibility to protect the student from arbitrary or capricious action in administering discipline.

The Office of the Dean of Students administers the College Judicial system, including implementing disciplinary procedures and actions. However, the function of maintaining discipline on the campus is not one which is the exclusive domain of the Dean of Students Office. The entire College community, both collectively and as individuals, plays a vital part in maintaining an environment necessary to achieve the educational objectives of the College. In the pursuit of these objectives, the College accepts the responsibility for protecting the individual's academic and personal freedom, as well as the common good and rights of the College as a corporate entity.

## **Philosophy of Discipline**

Any group having common objectives inevitably requires rules governing the conduct of its members. Such regulations enable the group to live together with a minimum of friction, offer maximum protection of the rights of all, and afford the best opportunity for achieving the group's objectives. It is in this spirit that La Salle has evolved a set of regulations governing student conduct.

## **Rules and Regulations**

As a general policy, College disciplinary action is limited to conduct which adversely affects the pursuit of educational objectives. While the College makes no pretense of defining how one should or should not behave in every given situation, the following conduct is subject to disciplinary action:

- A. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the College, forgery, and alteration or fraudulent use of College documents or instruments of identification.
- B. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings or other College activities.
- C. Physical abuse or harassment of any person on College premises or at College sponsored functions.

- D. Theft from or damage to College premises or damage to property of a member of the College community on College premises.
- E. Failure to comply with directions of College officials, including campus security, in the performances of their duties.
- F. Violation of regulations including those relating to entry and use of College facilities, the rules in this code of conduct, and any other regulations which may be enacted.
- G. Use or distribution of potentially dangerous drugs which are not medically supervised.
- H. Violation of any law, statute, or ordinance on College premises, in College owned housing, or at College sponsored events in a way that adversely affects the educational community's pursuit of its purposes.
- I. Illegal use of intoxicants.
- J. Violation of Residence Hall rules and regulations.
- K. Arrest or indictment for allegedly committing a crime which would give reasonable cause to believe that continued presence of the student might adversely affect the educational community's pursuit of its purposes.
- L. Conviction of a crime which would give reasonable cause to believe that continued presence of the student might adversely affect the educational community's pursuit of its purposes.

NOTE: WHEN THE DEAN OF STUDENTS HAS REASONABLE CAUSE TO BELIEVE THAT DANGER OR DISRUPTION WILL BE PRESENT IF A STUDENT IS PERMITTED TO REMAIN ON CAMPUS, AN INTERIM SUSPENSION MAY BE IMPOSED BY THE DEAN, PENDING CONSIDERATION OF THE CASE.

### **Disciplinary Procedures**

- I. Any student, faculty member, or administrator may file a disciplinary report against any student for violation of College rules, regulations and policies. The disciplinary report is filed with the Dean of Students.
  - A. The individuals making the charges should provide in writing the following information:
    - 1. The name and address of the student charged with violation of College rules and regulations, here and after Student.
    - 2. The date of the incident.
    - 3. The specific College rule or regulation the Student allegedly violated.



4. A statement of the circumstances surrounding the incident.
5. The individual bringing the charges must sign the statement of charges.

II. The Dean will appoint a staff member to initiate a preliminary investigation by consulting all parties involved, including the accused, to determine whether the charges may be disposed of informally without initiation of disciplinary proceedings.

A. The Dean's Representative will interview the accused Student. The Student will be notified in writing to report for a preliminary interview with the Dean's Representative.

B. If a Student fails to meet with the Dean of Student's Representative for the preliminary interview within seven days after notification of the interview, the Student waives the right to a hearing and is subject to disciplinary action up to dismissal from the College without consultation.

C. When the Dean of Student's Representative determines that the alleged conduct warrants formal disciplinary proceedings, the following steps are initiated:

1. The Student elects one of two alternatives.

- a. have the Dean of Students Office adjudicate the case.
- b. have the appropriate judicial board adjudicate the case.

2. According to the student selection, charges will be forwarded to the appropriate judicial board chairperson or to the hearing officer.

3. Normally the Student will have seven days from the date of the preliminary interview to prepare for the hearing. The judicial board or hearing officer will set the time for the hearing and notify all parties involved.

4. Should a judicial board be inoperative, the Dean of Students reserves the right to adjudicate cases.

III. Hearing Officers: Two hearing officers are appointed from the Dean of Students' staff: one to adjudicate alleged violations of general College rules and regulations which occur outside of the residence halls; the other, to adjudicate alleged violations of College rules and regulations which occur within the residence halls. Hearing officers are empowered to take disciplinary action up to and including critical disciplinary probation. When circumstances warrant suspension or dismissal from the College, hearing officers recommend these actions for the Dean of Students consideration.

IV. Judicial Boards: Faculty and student appointments to judicial boards are made by the respective constituency in accordance with procedures for making committee appointments stated on page 5 of the Student Handbook. Judicial boards are empowered

to take disciplinary action up to and including critical disciplinary probation. When circumstances warrant suspension or dismissal from the College, judicial boards recommend these actions for the Dean of Students consideration.

#### A. Faculty-Student Judicial Board

1. A panel of the Faculty-Student Judicial Board adjudicates cases involving violation of general College rules and regulations which occur outside of the residence halls.
2. The panel will be comprised of three students and two faculty members. A student will preside as chairperson of the board.
3. The panel for any given hearing will be drawn from the available members of the Faculty-Student Judicial Board. The panel members will be assigned on a rotating basis by the Dean of Students.

#### B. Residence Hall Judicial Board

1. Adjudicates cases involving violations of College rules and regulations which occur in College housing.
2. The board is comprised of nine resident students. One student is selected as chairperson of the board.
3. A minimum of seven board members is needed to conduct a hearing.

### Conduct of a Hearing

- I. The hearing shall be conducted in such a way as to do justice to all parties involved and shall not be unduly restricted by rules of procedure or evidence.
  - A. The hearing will be private.
  - B. On behalf of the College, the charges and evidence will be presented by the Dean, the Dean's representative, or the individual bringing the charges.
  - C. In the case of a Judicial Board hearing, an individual charged with misconduct has the right to be represented by a faculty member or student.
  - D. Any party may present witnesses subject to the Board Chairman's or hearing officer's determination of the witnesses' relevance to the case. The Board or the hearing officer may address questions to any party involved in the proceedings.
  - E. If for lack of a sufficient reason, as judged by the Board chairman or the hearing officer, an accused individual fails to appear at the established time of the hearing, the presiding officer reserves the right to conduct the hearing without the presence of the accused. If the absence is unexcused, the accused forfeits any right to appeal.

F. The Board chairman or hearing officer will make known the decision to the Dean of Students. The Dean will be given a record of the hearing and written reasons for the decision. The Dean of Students will notify the student in writing of the decision.

## **Sanction**

Disciplinary action is based on the seriousness of the offense, individual circumstances, and the good of the College. The following sanctions are imposed for a specified period of time which is determined by a hearing officer, Judicial Board, or the Dean of Students.

*Conduct Warning:* This action implies that the student's conduct was serious enough to be brought to the attention of College authorities; however, the circumstances of the conduct were not such to warrant disciplinary probation. Parents usually will not be notified.

*Disciplinary Probation:* This is considered to be a serious sanction. It implies that further violations of rules and regulations might lead to more stringent disciplinary action. This sanction may carry the loss of privilege in specified activities such as College sponsored events and organizations. Generally, parents will be notified of the action.

*Critical Disciplinary Probation:* This level of probation is usually interpreted as one step short of dismissal from the College. This sanction carries loss of privilege in specified activities such as College sponsored events and organizations. Parents will be notified in writing of the action.

*Suspension:* Termination of student status for a specified period. The conditions of readmission shall be stated in the order of suspension.

*Dismissal:* Permanent termination of student status.

**NOTE: WHEN APPROPRIATE, REIMBURSEMENT FOR DAMAGE TO OR MISAPPROPRIATION OF PROPERTY MAY BE REQUIRED. REIMBURSEMENT MAY TAKE THE FORM OF APPROPRIATE SERVICE TO REPAIR OR OTHERWISE COMPENSATE FOR DAMAGES.**

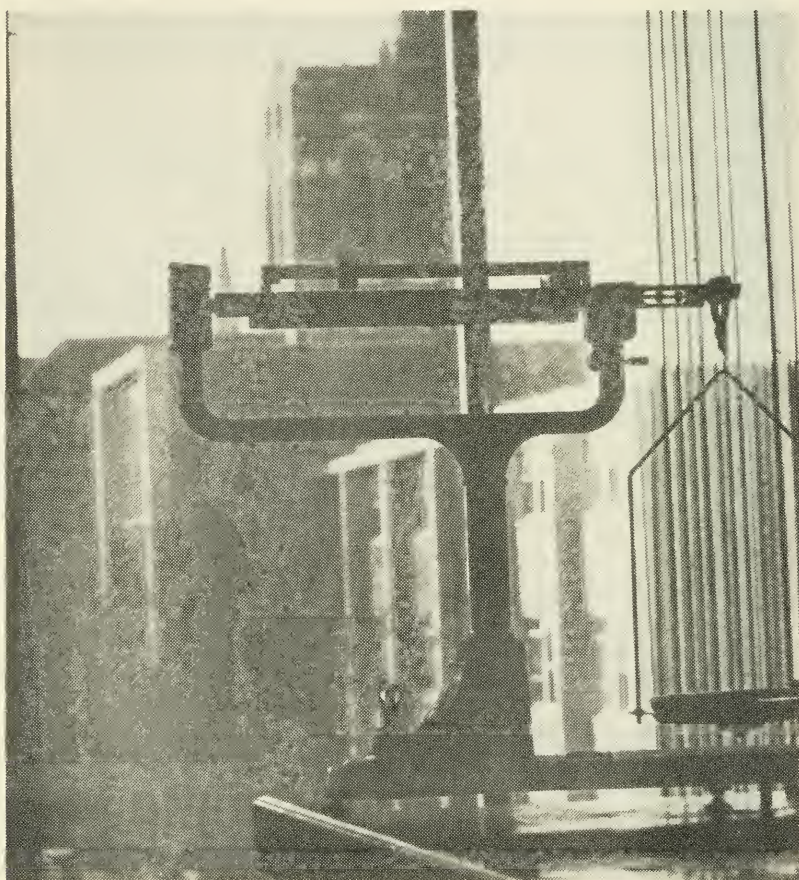
## **Procedure for Appeal**

- I. The accused student may appeal the decision of a Judicial Board or Hearing Officer by stating so in a letter to the Dean of Students within seven days after the decision.
- II. The student must be able to demonstrate to the Dean one or more of the following:
  - A. that he did not receive a fair hearing or that the action was arbitrary or capricious



- B. that certain relevant evidence was not reviewed
- C. that new evidence is available.

- III. An appeal shall be limited to a review of the report of the Judicial Board or the Hearing Officer. The Dean may accept the report with modification, may accept the report subject to a specified reduction in the sanction imposed, may return the case to the appropriate hearing officer or Board for further proceedings, or dismiss one or more of the charges entirely.
- IV. At the discretion of the Dean of Students an Appeal Board may be established when in the Dean's judgment the circumstances of a case would warrant doing so. The Appeal Board will be comprised of an administrator appointed by the Vice-President for Student Affairs, two representatives from the Judicial Board designated by the Dean of Students. (In the case of the Faculty-Student Judicial Board representation will be one faculty member and one student member.) The Dean of Students shall sit as chairman (*ex-officio*) of the Appeal Board. Board decision in all cases is advisory to the Dean.





## **GENERAL COLLEGE POLICIES AND INFORMATION**

### **Confidentiality of Records**

As custodian of student records, the College assumes an implicit and justifiable trust. This trust involves a recognition that student records, both academic and personal, are confidential to the student and the institution. Accordingly, the College accepts responsibility for exercising effective care and concern in recording and disseminating information about students; and student records are released only to appropriate authorities within the College, except when the student has given his formal consent or when the safety of the student and others and/or property is endangered.

Disciplinary records are for intramural use only and as such are not made available to persons outside the College except on formal request of the student involved. Disciplinary records are not forwarded on transcripts unless the disciplinary action relates to the student's eligibility for re-enrollment into the College. Inter-college use is at the discretion of the Dean, who may inform other officials in the institution of the student's disciplinary status when necessary to the discharge of their official duties. The Dean assumes the responsibility of safeguarding disciplinary records and for limiting accessibility to professional staff only.

### **Demonstrations**

College Council has adopted a policy that disciplinary action up to and including dismissal may be taken against any member of the College community who acts to prevent invited lecturers from speaking, disrupts College operations in the course of demonstrations, or obstructs and restrains other members of the academic community and campus visitors by physical force (*College Council, December 5, 1967*).

The College recognizes that when an issue is of sufficient import to require extraordinary measures to call attention to it, a demonstration may be deemed justifiable by an aggrieved or advocating sector of the College. When such is the case, the College insists that no demonstrating person or group shall abridge the rights of others in the regular conduct of College affairs. At the same time, the College for its own part strives to maintain means for open and honest dialogue through normal channels of communication.

### **Alcoholic Beverages**

The College calls attention to the state law of Pennsylvania on the use of alcoholic beverages:

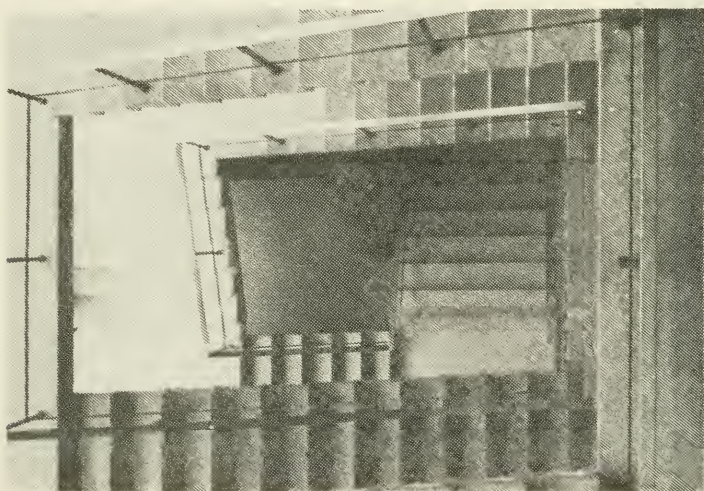
It shall be unlawful for a person less than twenty-one (21) years of age to attempt to purchase, consume, possess or transport any alcohol or malt or brewed beverages within the Commonwealth. The State Liquor Control Board operates under State Law. It is a

misdemeanor to unlawfully transfer a registration card for the purpose of falsifying age to secure malt or alcoholic beverages. Also, it is a misdemeanor for any person to sell, furnish, or give any minor under 21 years of age any malt or alcoholic liquor. The penalty for this is \$100.00 to \$300.00 or 3 months in jail upon conviction.

The College does not prohibit the lawful keeping and the consuming of alcoholic beverages by its students over 21 years of age when this is done moderately. In no way should this be interpreted to mean that the College encourages the use of alcoholic beverages. Furthermore, the College considers intoxication, disorder, or bad manners arising from the use of alcoholic beverages to be offenses which subject the student to disciplinary action. No open containers of alcoholic beverages may be carried outside of buildings. The College does not permit student use of liquor in the common rooms of the men's or women's residence hall, classroom buildings, or the College Union. Possession or use of alcohol by students under 21 years of age on campus is not permitted.

### Identification Cards

All students are photographed for an identification card when first entering the college. The I.D. is non-transferable (individuals loaning their I.D. to another student or to a non-student are subject to disciplinary action) and is carried whenever on campus and presented upon request to College administrators, faculty, or campus security guards. The card verifies status as a student at La Salle and may therefore be required for admission to social or athletic events, for voting rights in student elections, and for other such events demanding evidence of student status. Students wishing to use Hayman Hall must present a valid I.D. card. The I.D. is intended to last throughout four years; there is a \$3.00 replacement charge. The Dean of Students office handles replacement. The card is validated each year when tuition fees have been paid upon presentation of the students currently stamped matriculation receipt.



## **Pre-Registration Procedure**

Pre-registration for the following academic year takes place during the spring semester. Notices giving complete information about pre-registration are prominently posted to explain the procedures involved. You are asked to complete pre-registration forms listing all required and elective courses you intend to take the following year. These forms are then submitted for review and approval to course advisers, usually the chairman of your department or an instructor appointed by the chairman. Course advisers work under the direct supervision of the Dean, and they are available to give assistance in the selection of programs of study and of courses within the program. The end result is a relatively definite program for the next scholastic year.

## **Change of Courses**

During the first two days of each semester, a student may, with the written approval of his Dean, make a change in his roster.

## **Withdrawal from the College**

Completion of registration shall be construed as a contract between the student and the College and continuous attendance shall be presumed until proper notice of withdrawal is received by the College.

### **Tuition Refund Policy:**

Before the first day of class	100 percent
During the first week	80 percent
During the second week	60 percent
During the third week	40 percent
During the fourth week	20 percent
After the fourth week	none

*(Approved by College Council March 27, 1973)*

Withdrawal from La Salle College requires completion of an official withdrawal form available in the appropriate academic Dean's Office.

## **Financial Delinquency**

A student who is financially delinquent forfeits the privilege of attending class, and the College has the right to withhold report of grades, transcript of record, and diploma until the indebtedness is met. A student who is financially delinquent at the close of a term is not permitted to register for a succeeding term unless his account is settled.

## **Academic Probation and Participating in Activities**

Students running for major offices or standing for appointment to College committees must have a minimum cumulative index of 2.0 to be eligible and they must maintain an index of at least 2.0 during the duration of their term. This policy applies to the following individuals:



# LASALLE COLLEGE Campus

## Admissions Office (Day Division)

College Hall

David L.

Science Center

College Union

6 Wister Hall

7 McShein Hall

8 Leonard Hall

9 Benilde Hall

10 McCarthy Hall

11 Christian Brothers' Residence

12 A-H Lounge

13 St. George Hall

14 St. Albert Hall

15 St. Mary Hall

16 B-D Lounge

17 St. Columbian Hall

18 St. Jerome Hall

19 St. Bernard's Hall

20 St. Denis

21 C-J Lounge

22 Residents' Mail Room

23 LaSalle Hall Apartments

24 St. Edward Hall

25 B-P Lounge

26 St. Francis Hall

27 Dispensary

28 Security

29 Windsor House

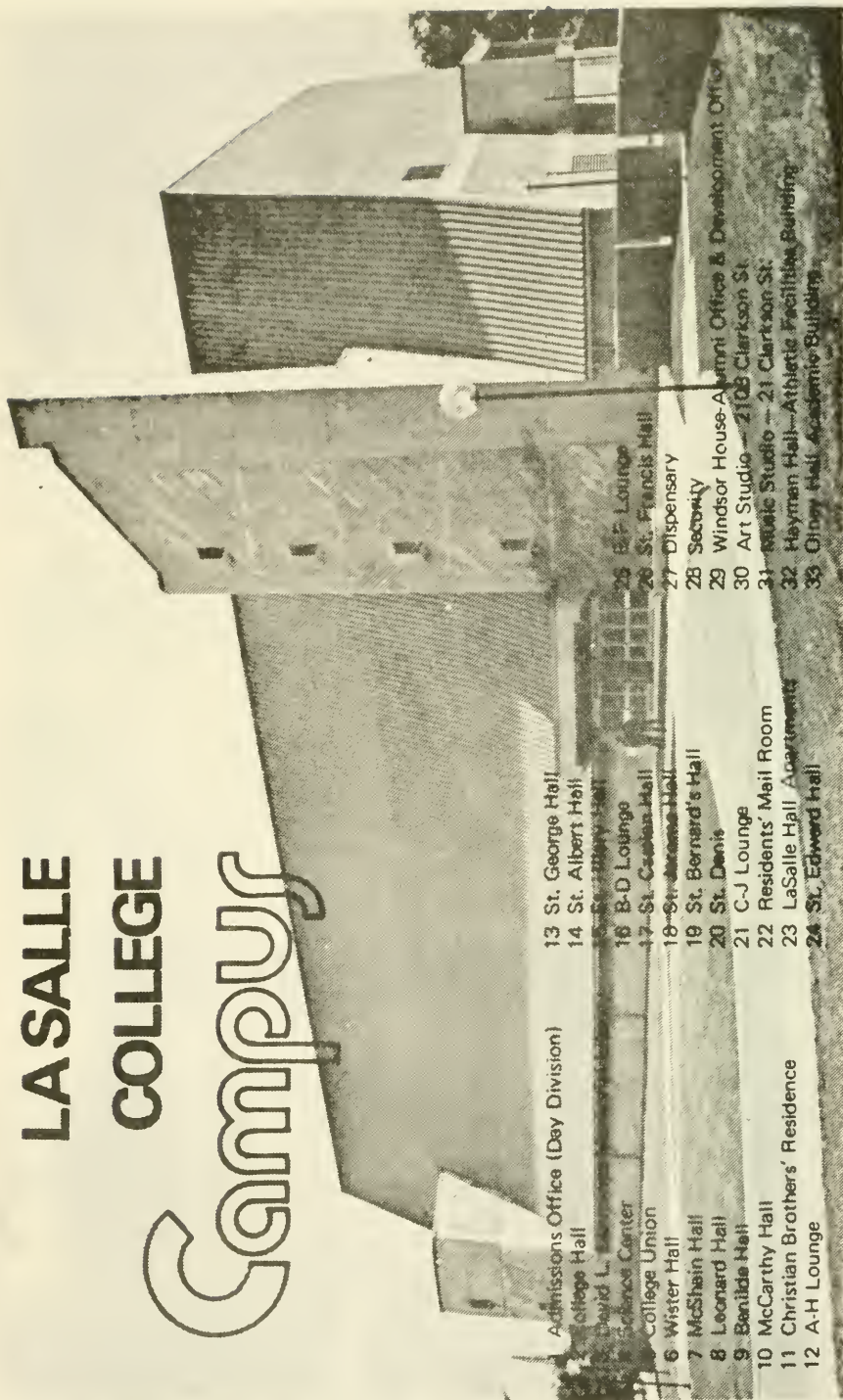
30 Art Studio — 2108 Clarkson St.

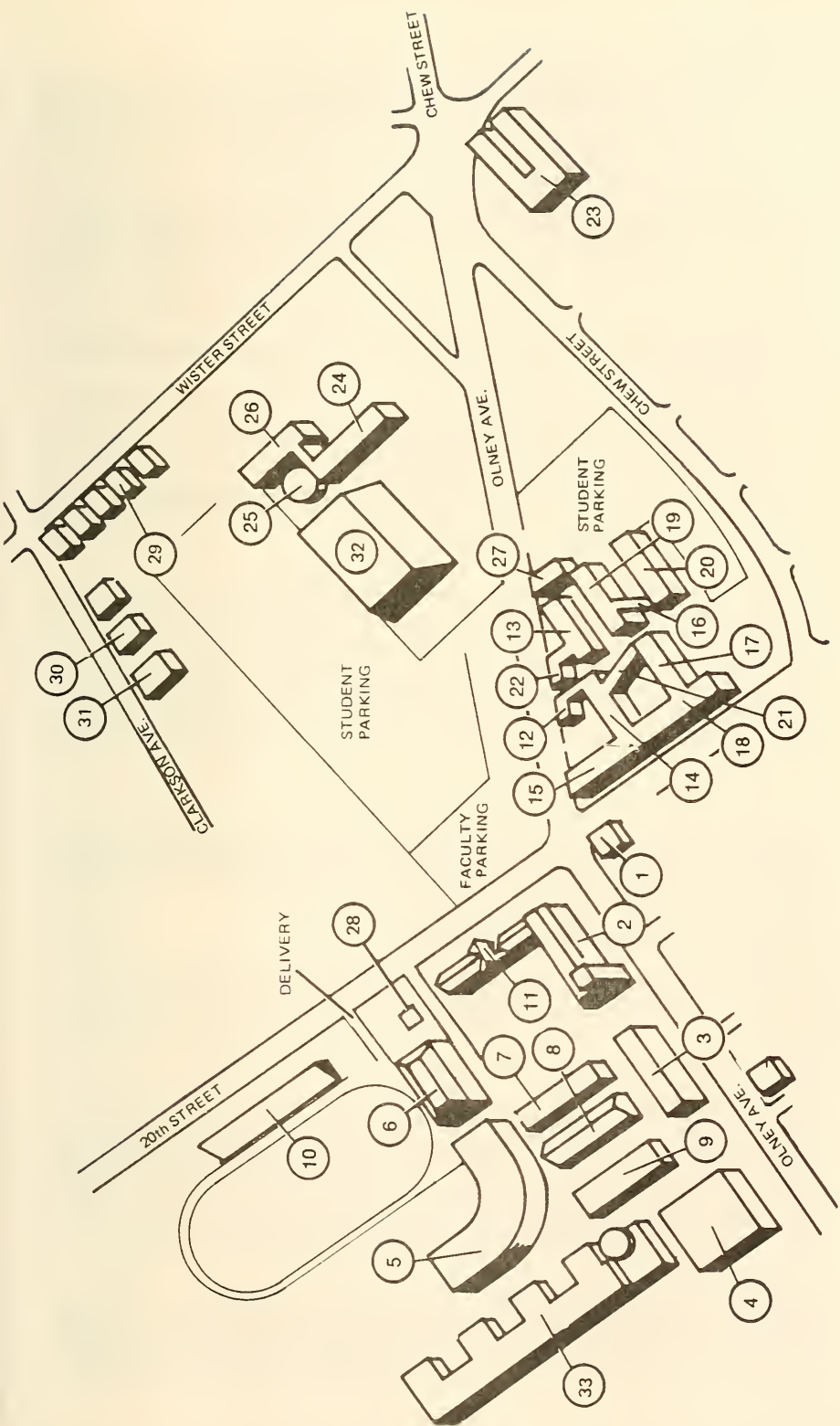
31 Music Studio — 21 Clarkson St.

32 Haymen Hall—Athletic Facilities Building

33 Olney Hall Academic Building

Admission Office & Development Office





1. All S.G.A. appointments to major College committees.
2. All S.G.A. Executive Board members, i.e. S.G.A. President, Vice President, Secretary and Treasurer; and the Presidents of classes, College Union Committees, Residence Council and Inter Fraternity Council.
3. Editors-in-chief of all College funded student publications.
4. All chief executive officers of student groups annually funded by the Funding Board.

*(Approved by Student Affairs Committee April 24, 1973)*

The policy is administered by the Director of Student Activities who will certify eligible candidates:

1. prior to election campaigns and-or appointment
2. at the beginning of each semester

The Director of Student Activities is the final judge of eligibility.

### **Student Organization Contracts**

Contracts made for student sponsored events that are considered College or class-wide in nature must be signed by the Director of Student Activities. He will not sign any contract that is not accompanied by a moderator's authorization form. The Director of Student Activities will be happy to assist student organizations in contract negotiations. It is wise to make use of his services well in advance of the date of the event.

### **Fund Raising**

Soliciting funds, selling chances, or merchandising of any kind is not allowed without the permission of the adviser of the student activity and the approval of the Director of Student Activities.

### **Delegates to Intercollegiate Meetings**

Student delegates to intercollegiate meetings must have the approval of the activity adviser and the Director of Student Activities.

### **Use of Bulletin Boards**

In a college community, the bulletin board is usually the quickest, most direct means of communicating information and announcements. It is wise, therefore, to check the bulletin boards regularly. The main boards in the first floor corridor of College Hall are used for official announcements and for posting minutes to keep you up to date on what the various college committees are doing.

Student organizations may use available tack boards in College buildings; permission from the Director of the Library or of the College Union is required for posting in these buildings. All posters must be approved by the Director of Student Activities and must not be

posted on trees, walls, woodwork, or other places where they deface property. In general, student use of bulletin boards is to conform with the guidelines available from the Director of Student Activities.

## **Parking**

Automobiles are to be parked in the areas provided by the College or on streets adjacent to the campus. Campus police are authorized to prohibit student parking in restricted campus areas. Violators are subject to disciplinary action.

## **David Leo Lawrence Memorial Library**

The steadily growing library collection now numbers over 196,000 volumes and more than 830 periodical subscriptions. The library is able to provide most of the materials you ordinarily want to consult. To provide for special needs, the library is a member of the Pennsylvania Union Catalog and the National Union Catalog. As such, it is in a position to arrange for inter-library loans from libraries throughout the country.

### *Library Telephone Numbers:*

Director	Ext. 228
Acquisitions Department	Ext. 270
Circulation Desk	Ext. 271
Reference Desk and InterLibrary Loan	Ext. 272
Catalog Department	Ext. 273
Reserve Book Room	Ext. 275

### *Library Hours:*

Monday-Thursday	8:00 A.M.-11:00 P.M.
Friday	8:00 A.M.- 9:00 P.M.
Saturday	10:00 A.M.- 4:00 P.M.
Sunday	12:00 noon-10:00 P.M.
Holidays	2:00 P.M.- 6:00 P.M.

Any changes in this schedule will be posted at the main entrance to the Library.

### *Finding a Book:*

To find a book, check the catalog under author, title or subject. Remember that not every work of an author will have a separate title entry.

Note the call number, which usually consists of three lines:

823.09

C856

w0

Check the floor directory to determine location. If the book is not on the shelves, ask at the circulation desk. It may be signed out or at the bindery for technical services.



### *Circulation:*

To borrow books, bring them to the circulation desk with your library borrower's card. This may be obtained at the main desk upon presentation of your Identification Card.

The loan period is four weeks. Books may be renewed for an additional four week period if there has been no request for them.

Requests for books already on loan may be made at the circulation desk. Persons making such requests will be informed when the books have been returned.

Overdue books must be returned to the attendant at the circulation desk. Books not overdue are to be put in the numbered bins at the circulation desk.

### *Lost Books:*

Report lost books immediately. From the date that a book is reported lost, no more overdue fines will accumulate. The borrower is responsible, however, for replacement costs.

### *Interlibrary Loan Requests:*

Books not owned by the La Salle College Library, and needed for serious research, may be requested on interlibrary loan through the Reference Department. Students are expected to provide complete bibliographical information with these requests.

Students are expected to determine what books the Library has by consulting the card catalog. The Library does not honor telephone requests for this kind of information.

### *Library Annex - Reserve Books:*

The Reserve Book operation is located in the Wister Hall Library Annex. In order to charge out reserve books, borrowers must present their library cards. The loan period is two hours and use is restricted to the Library Annex. A Reserve Book may be charged out after 3:00 P.M. and is to be returned before 9:30 A.M. the following school day.

A special collection of significant library materials is located in this area. These volumes, for the most part, because of their specialized or advanced nature have been in relatively light demand. They are available upon request.

In addition, the Annex provides reading and study space in individual carrels and small study rooms.

### *Fines:*

A fine of two cents a day is charged for overdue books returned to the circulation desk.



Reserve books, however, have a fine of twenty-five cents per hour when not returned promptly.

All student fines unpaid at the end of the second semester are charged against a student's account at the Library.

Students taking books before the end of the term and not returning them to the Library before leaving campus are charged for the books.

#### *Library Rules:*

All books and brief cases, etc. must be opened for inspection at the charge-out desk before leaving the Library.

Smoking: Smoking is permitted only at designated areas where ash trays are provided.

Food and Drink: No food or drinks may be brought into the building.

Typing: There are coin-operated typewriters for use in the Typing Room on the first floor.

Posters: No poster, placards, or displays, other than those authorized by the Director of the Library, are allowed in or on the building.

#### **Policy for Student Organization Use of College Facilities**

The following norms for use of campus facilities by student organizations have been established to be consonant with a) the individual rights of assembly and free speech; b) the special necessity there is to preserve these rights and those of the serious and free academic search for truth; c) the rights and duties of the La Salle community to abide by the spirit of the Christian-Catholic faith; d) the just requirements and expectations of the La Salle community that La Salle's administration will do its reasonable best to preserve, maintain, and develop, a milieu of discovery consonant with that spirit:

1. The College subscribes to and supports the right of students to meet in free assembly in College facilities reserved for that purpose and to pursue free discussion there. The heterodoxy of ideas that may be expressed is not a sanctionable matter in-so-far as College policy is concerned. The College also subscribes to and encourages student use of College facilities for business meetings and for social, cultural and recreational activities. At the same time, while acknowledging that individuals have a right to be themselves and to live by the dictates of their own consciences and values in their private lives, the College also holds that it has a corresponding right to deny use of facilities to those who are unable or unwilling to abide by College regulations or who do anything to cause a positive harm to this community or its members.

2. All student groups intending to use College facilities on a regular basis must file a statement of organization purpose(s) in order to qualify for the use of those facilities. Groups are required to state the use to which a requested facility is to be put and to demonstrate, if asked, that their stated purpose(s) and actual activities are consonant with one another. Groups are, moreover, obliged to follow all regulations for the specific facility they use. When a group is refused permission to use facilities, a student affairs administrator will notify the group, stating reasons. A group to whom permission to use facilities has been denied will have the opportunity to restate and resubmit its request.
3. College facilities may not be used by a student organization when such use: occasions clear and present danger to persons or property; constitutes commission of a crime; occasions actions which are in substantial opposition to the values and beliefs commonly held by the Christian-Catholic tradition in both its past and present expression; occasions by its very public exercise within College facilities a serious disruption of the peace so vitally necessary to the academic and scholarly pursuits which are the day-by-day reasons for La Salle's very existence as an institution of higher learning.
4. While in all such matters the College administration must be the final judge, the administration must keep itself in a constant attitude of readiness to engage in honest dialogue with any and all student organizations desiring to use College facilities. Moreover, the College administration and individual student groups have a responsibility to themselves and to the total College community to explore individually and together an ever-deepening, ever-expanding College community life in which specific decisions may be taken, adhered to, and changed. Policy governing student organization use of College facilities is established by the Vice President for Student Affairs in consultation with the Student Affairs Committee; it is administered by the Dean of Students.  
*(Approved by Student Affairs Committee February 8, 1973)*

### College Union,

The College Union is the center for many cultural, recreational and social activities which play an important role in the total educational development of the La Salle student.

The Union houses concerts, lectures, shows, art exhibits, films, dances and most other extra curricular programs. A Coffee House with student entertainers is a regular feature, as are lunch hour concerts and entertainment in the theatre.

## Use of Union Facilities and Reservation Procedures

Student groups desiring to use any Union facility for general meetings or functions are to submit a reservation request to the Reservations Office. Booths, tables, easels, notices and bulletin boards are available to accommodate the publicity needs of campus groups. Reservations for their use are also made in the Reservation Office. Use of classroom facilities during free periods (Mondays 12:30 P.M. to 1:30 P.M. and Wednesdays 1:30 P.M. to 2:30 P.M.) is also scheduled through this office. The Reservation Office is located in the Assistant Director's Office, Ext. 281 or 310. The Office is open between 8:30 A.M. and 5:00 P.M., Monday through Friday; between 5:00 P.M. and 9:00 P.M. contact the Union Director's Office. All reservations are tentative until confirmed in writing.

Reservations are accepted on a first come, first served basis, but the reservation staff reserves the right to assign space to be used for a meeting or function. No reservation can be guaranteed consideration if submitted less than 48 hours before the event.

At the time a reservation is made for an event, several points of information are to be presented to the Reservations Office:

1. Type of event and number of people to be in attendance.
2. Time event will begin and end.
3. Set-up details.
4. Full name and address of individual in charge.

All non-recognized campus groups must sign a waiver of claims and indemnity agreement obtainable in the Reservations Office. All groups using facilities are subject to incurred costs.

The following procedure is followed by groups wishing a facility:

1. Day Division Student Groups: Obtain a reservation form from the Reservations Office. Reservation form is to be signed by a student representative and faculty advisor. When an advisor is not available or has not been appointed the form is signed by the Director of Student Activities.
2. Evening Division Student Groups: (as per Student Congress approved procedure 9-70) The Reservation form is obtained from the Director of Student Activities Office or the Union Director's Office, filled out and signed by a student representative (designated by Student Congress President) and the Director of Student Activities. This form is submitted to the Union Director's Office at least 48 hours in advance.

Groups using College facilities are expected to leave them in good order. If any unusual expense is incurred in restoring facilities to their original appearance, the cost is charged against the group.

## Use of Union Facilities by Non-Recognized Student Groups

1. Union meeting facilities may be reserved by groups of students with common interests who are not listed among the student organizations holding institutional recognition.
2. Such groups follow all normal procedures in filing facilities reservations, e.g., at least 48 hours notice, completion of reservation form, etc.
3. A student member of a group, faculty member or administrator accepts responsibility for the requested facility. A student may do this by producing a currently validated student I.D. at the time of requesting a meeting room. A deposit is required to confirm the request. (A schedule of fees is available in the Union Director's Office.)
4. All regular Union policies, in effect for institutionally recognized groups are applicable, e.g., clean up area, maintaining order and the like.
5. Depending on the facility in question, the Union Director may reserve the right to levy a maintenance or damage deposit appropriate to the anticipated attendance at a meeting (A schedule of fees is available in the Union Office).

### College Union Hours:

#### *Building*

Mon.-Fri.  
Sat.-Sun.

7:30 A.M.-11:00 P.M.  
10:00 A.M.- 7:00 P.M.

#### *Dining Halls*

Mon.-Fri.  
Mon.-Fri.  
Sat.-Sun.  
Sat.-Sun.

7:45 A.M.- 2:30 P.M.  
4:20 P.M.- 7:00 P.M.  
10:00 A.M.-12:30 P.M.  
4:20 P.M.- 6:00 P.M.

#### *Faculty Dining Room*

Mon.-Fri.  
Mon.-Thurs.

11:00 A.M.-2:30 P.M.  
4:20 P.M.-6:30 P.M.

#### *Snack Bar*

Mon.-Thurs.  
Fri.

9:00 A.M.-11:00 P.M.  
9:00 A.M.- 4:00 P.M.

#### *Campus Store*

Mon.-Thurs.  
Fri.

8:30 A.M.-7:30 P.M.  
8:30 A.M.-3:00 P.M.

#### *Barber Shop*

Mon.-Thurs.  
Fri.

9:00 A.M.-7:00 P.M.  
9:00 A.M.-5:00 P.M.



*Director's Office*

Mon.-Fri.

8:30 A.M.-9:00 P.M.

Sat.-Sun.

10:00 A.M.-5:00 P.M.

*Club Room*

Mon.-Thurs.

9:00 A.M.-9:00 P.M.

Fri.

9:00 A.M.-4:00 P.M.

*All hours subject to change.*

**Season Basketball Tickets**

Student season tickets for basketball games to be played in the Palestra may be obtained first week in November from 10:30 A.M. to 2:30 P.M. and 5:30 P.M. to 7:30 P.M. in the main lobby of the College Union.

Two types of student season tickets will be available.

1. For all La Salle games played at the Palestra during the regular season.
2. For the La Salle games played at the Palestra while school is in session according to the official school calendar.

Current I.D. cards must be presented at the time of purchase. Multiple requests for season tickets are not honored.

Tickets for Wednesday games will be on sale Tuesday from 10:30 A.M. to 2:30 P.M. and from 5:30 P.M. to 7:30 P.M. and on Wednesday from 10:30 A.M. to 12:30 P.M.

Tickets for Friday and Saturday games will be on sale Thursday from 10:30 A.M. to 2:30 P.M. and from 5:30 P.M. to 7:30 P.M. and on Friday 10:30 A.M. to 12:30 P.M.

Season ticket holders may exchange their coupons from 10:30 A.M. to 2:30 P.M. on Monday for Wednesday games and on Wednesday for weekend games.

There is a limit of one ticket per student for all games with the exception of those games designated as date nights when each student may purchase two tickets at the student rate. Multiple requests for tickets are not honored at any time.

**Student Ticket Sales**

*Policy:*

All tickets for on-campus student programs which utilize College Facilities, or off-campus student programs sponsored by the College must be sold through the Ticket Office. A service charge is permissible under this policy. (*Approved by Student Affairs Committee October 24, 1972*)

*Procedure:*

Student groups should contact the Ticket Center Manager (Union,

1st floor) to discuss the sale of tickets at least one week prior to the sale. The Ticket Center Manager may be reached at Ext. 281 between 8:30 A.M. and 5:00 P.M., Monday through Friday.. The office is opened from 8:30 A.M. to 9:00 P.M. Monday through Friday, and from 10:00 A.M. to 5:00 P.M. on Saturday and Sunday. The Ticket Center personnel assists the group with publicity via the College Union Bulletin Boards, the P.A. system, and the Radio Station. The Ticket Center accepts the tickets, keeps all records, and once the program is over, submits a complete report to the sponsoring organization. The Ticket Center does not send out mail orders; take phone orders; nor sell tickets without receiving payments unless the action is discussed with the president of the sponsoring organization and the Union Director. The sponsoring group must expect to pay for these extra services. Student groups wishing additional information on this policy and procedure are invited to contact the Ticket Center.

### **Lost and Found**

The Union Director's Office is the campus headquarters for lost and found.

#### *Hours:*

Mon.-Thurs.

8:30 A.M.-9:00 P.M.

Friday

8:30 A.M.-5:00 P.M.

### **P.A. Announcements**

All announcements are handed in to the Union Director's Office 24 hours before the student group wishes the announcements to be made. The announcements are typed or neatly printed and are to contain all necessary information in a very brief, concise way. They are to list the name of the student wishing the announcement to be made. Announcements of group meetings held during the regular school hours are not made on the P.A. system. These can be posted on bulletin boards.

### **Hayman Hall**

#### *Use of Facilities*

Recreation schedules are made each semester and mailed to all College Departments and posted in Hayman Hall. Hours may be altered and schedule changes are posted in the affected area with as much as advance notice as possible. Every effort is made to keep the areas open as long as possible.

Participation determines the hours of operation, therefore, it is not feasible to accommodate those not able to participate during the periods of most frequent use. Suggestions concerning the hours of operation are made in the Building Director's Office.

#### *Admission to the Facility*

The Department requires a current and valid student, staff, or faculty ID card, issued by the College, for admission. This card also serves as security for borrowed equipment, admission to the exercise area, etc.

## *Guest Policy*

Guest privileges are extended to members of the college community. Members are limited to one guest each per day. A guest pass must be obtained 24 hours in advance from the Building Director's Office. Upon arrival, guests must present their pass to the facility guard.

The person sponsoring a guest assumes all responsibility for equipment issued to that guest, and must accompany the guest during the entire stay in the building. Children under the age of 12 must be accompanied by an eligible parent at all times.

### *Lockers*

Lockers and towels are available on a daily basis for 25 cents. Lockers are obtained by depositing the user's ID and paying the fee at the Equipment Issue Counter. The tag containing the key and locker number serves as security for any borrowed athletic equipment.

It must be noted that for reasons of health and security, changing in pool or gym areas or the storage of clothing in these areas is not permitted.

A Facility Use Sticker may be obtained for \$10.00 per semester. When affixed to the purchaser's ID, it entitles the holder to daily use of a locker and towel for one semester. Stickers are available at the beginning of each semester.

## **General Policy for Hayman Hall**

### *Check out of equipment*

Equipment is borrowed for daily use by depositing the user's ID or locker key bag. The borrower is billed by the Comptroller's Office for the replacement cost if lost or destroyed.

Some equipment is not available for general recreation due to the risk involved in using the equipment. Equipment is to be returned the day it is borrowed, unless special permission has been received from the Building Director. All inquiries concerning equipment usage, borrowing, etc., are directed to the Building Director.

### *Recreational Attire*

While there are no particular dress standards when using the facilities, participants are to adhere to posted attire in certain areas, e.g. Gym, Pool, Squash-Handball Courts.

### *Swimming Pool*

The swimming pool is available for use as often as possible, and must be operated during those times when maximum participation can be expected.

In order to maintain the balance of chemicals and to insure the operation of the filters, it is necessary to regulate the attire of swimmers.

1. *Accepted:* Male: tank trunks, boxer type trunks, swimming style knits. Female: Tank suits, two and one piece suits. Most combinations of the conventional type bathing suits.
2. *Not Accepted:* Any type of pants, cut offs, gym suits, tennis trunks, exaggerated briefs, t-shirts, sweaters or dance costumes.

Note: The Athletic Department has on sale in the Equipment Room an acceptable style of bathing suit.

Dangerous horseplay and hazardous equipment, as determined by the guards and supervisor on duty are strictly forbidden. Glass bottles, food, beverages, and smoking in the pool area are banned. Observers and those wearing shoes are not permitted on the pool deck or in the shower area.

PLEASE NOTE THAT THE MINIMUM DEPTH OF THE POOL IS 5 FEET (60 INCHES).

#### *Squash-Handball Courts*

The Squash-Handball facilities in Hayman Hall (2 singles, 1 double) are available between the hours of 9:30 A.M. and 9:30 P.M. Monday thru Friday; 10:00 A.M. to 6:00 P.M. Saturday; and 12:00 to 8:00 P.M. on Sunday. The following rules are to be respected:

1. Proper attire on courts (no street shoes, sneakers only)
2. Make reservations for the courts 24 hours in advance at the Equipment Issue Counter.
3. Reservations are accepted for one hour periods only.
4. Playing time ends 25 minutes after the hour, please give up the court at this time.

The College stocks a limited number of rackets, gloves, and balls, which may be purchased at the Equipment Issue Counter.

#### *Gymnasium Area*

The various courts in the Gym area are clearly marked. The following rules are to be respected by those using the Gym:

1. All participants must wear sneakers
2. No smoking in the Gym.
3. No food or beverages in the Gym.

Damage to the floor from shoes, burn marks, and spills creates unsafe conditions.

#### *Sauna Bath*

The hours of the Sauna Bath are posted. For comfort and safety, all users are to follow the instructions of the attendant. A fee of 25 cents per half hour is charged.



## RESIDENCE HALL RULES AND REGULATIONS

The Director of Housing is responsible for the student housing program. He is assisted by an Associate and an Assistant Director, who together with twenty-four student staff members are responsible for the placement of students, social and academic programming, discipline, maintenance and security for the residence hall complex.

Each of the nine dorms is directly managed by an Area Coordinator, or a Head Resident and two Resident Assistants. The residence hall staff are a service group who are charged with the overall responsibilities dealing with every aspect of residence life—social, educational, religious, cultural, and managerial. There are at least ten staff members on duty every night, and residents should feel free to consult with them concerning any questions or problems relating to college life. The student staff is comprised of upperclassmen who have been trained to deal with students on a one-to-one basis, and to refer them to the proper campus resource.

Each student is expected to abide by all regulations as stipulated in the Housing Agreement, the Student Handbook, and any other directives originating from the office of the Director of Housing, or Dean of Students. Listed below are a number of regulations which are necessary for the efficient administration and the maintenance of proper living and learning conditions for all students. Please read them carefully and be aware that any exception to these guidelines is a violation of your housing contract.

- I. **Civil Responsibility** - Each student must observe, in his or her use of the residence halls, all laws of the United States, of the Commonwealth of Pennsylvania, and all ordinances and fire regulations of the City of Philadelphia.
- II. **General** - The residence halls are an integral part of La Salle College, and as such, all College rules and regulations are applicable in the residence halls.
- III. **Room Assignments** - Room assignments and reservations are made by the Housing Office. When a vacancy occurs, the College reserves the right to reassign the remaining occupant of the room to different accommodations or assign a new occupant to fill the vacancy. The remaining occupant may, however, remain in the room by (1) selecting a new ELIGIBLE occupant to fill the vacancy within seven days of the occurrence of said vacancy (2) by paying an additional \$50.00 per semester, if the demand for room space permits, for the continued use of the room at reduced capacity.
- IV. **Check-in and Check-out Procedures** - Each student must complete a check-in room evaluation form provided by the College within 48 hours following occupancy of the room. This form when countersigned by a representative of the Housing Department is the basis for assessment of any damage and-or loss attributable to the student at the termination of the occupancy period. Students are liable for any damage and-or loss to the room or furnishings

provided therein, and for any other damage or loss caused by any other part of the residence hall(s). Students may be assessed on a pro-rata basis for damages in corridors, bathrooms, and lounges. Upon check-out, the resident must remove all refuse and leave the room as it was at the time of check-in. Charges for additional cleaning required, removal of personal property, or for loss or damage caused by the student(s) will be deducted from the damage deposit. If costs exceed the amount of the security deposit, the additional amount will be charged to the student(s) involved.

- V. **Assignment of Contract** - Residents are prohibited from taking a roommate or assigning the contract or permitting any part of the room to be shared by person(s) not duly assigned by the Housing Office.
- VI. **Room Changes** - Room changes are made, space permitting, in the order of receipt of a properly completed Room Change Request Form. Once a student has occupied an assigned room for 15 days, the student is charged \$5.00 for each room change. Rooms or room assignments cannot be changed without authorization from the Housing Office.
- VII. **Keys** - Prior to occupancy, a \$5.00 key deposit is required of all residents which is refundable upon proper return of all keys. Students who fail to return keys forfeit their \$5.00 deposit and are charged for replacement of all keys. Replacement of lost keys during the school year is handled through the resident's mailroom. There is a \$5.00 replacement charge.
- VIII. **Openings and Closings**- All residence halls close at 6:00 P.M. on the last scheduled class day before Thanksgiving, Christmas, Mid-semester break, Easter and Summer Vacations. Residence halls open at 3:00 P.M. on the day preceding the resumption of classes.
- IX. **Invitees and Guests** - Invitees and guests to the residence halls must be 16 years of age or older unless accompanied by a parent. Invitees and guests of the opposite sex are permitted in the living quarters only at the times posted by the Dean of Students. Visiting at times other than the posted hours may take place in the lounges. A limited number of guest rooms are available as a service to the residents. A fee of \$2.00 is charged for each night of occupancy. Guests may also stay with their host provided permission is granted by the roommate, and they have been properly registered with the Area Coordinator or Head Resident of the hall. Arrangements can be made in the Resident Mailroom. Guests may be accommodated up to three successive overnight periods. Every guest or invitee is subject to these and all other College rules and regulations, and is the responsibility of the student-host while present in the residence halls.
- X. **Dorm Lounges** - Dorm lounges may be used for approved Residence Council activities. Reservation of the facilities must be made by a Residence Council representative and must be submitted to the Associate Director of Housing for approval at least seven days in

advance of the scheduled activity. Party-type events may not be scheduled for weekdays, the week-end prior to exams, nor during exam periods. See the "Reservation of Facilities" policy, available from any staff member, for more specifics.

- XI. **I.D. Cards** - Students should carry their La Salle College I.D. card at all times, and must produce it upon request as proof of identification as a residence hall student.
- XII. **Athletic Activities** - Athletic activities are to be confined to the playing fields or areas north of St. Cassian Hall, and to the rear of the Edward-Francis Complex to prevent possible window breakage.
- XIII. **Illness or Injury** - Resident students assume responsibility for reporting any illness or injury to a staff member. Students seeking emergency treatment at Germantown Hospital must show a La Salle College I.D. card. Students are strongly encouraged to purchase adequate medical insurance.
- XIV. **Safety Regulations** - Fire safety regulations prohibit cooking in any area in the residence halls except in kitchen areas which are specifically designed for such use. All food must be kept in tightly closed metal containers to help insure effective pest control. Whenever the fire alarm sounds, all must leave the building within two minutes. No one may re-enter the building until the Residence Hall Staff has so directed. Placing false alarms, interfering with the proper functioning of fire alarm systems, or tampering with or removing extinguishers are prohibited. Use of candles and any open fires in the residence halls is prohibited. Only College provided, fireproof draperies are permitted in student rooms in compliance with fire and safety regulations. The possession or use of rifles, shotguns, firearms, ammunition, gun powder, fireworks, air rifles, air pistols, dart boards, and other dangerous weapons is prohibited.
- XV. **Room Cleaning** - The College will provide a basic room cleaning service on a weekly basis. A schedule of the room cleaning will be posted in each hall. However, each resident is responsible for removing waste materials regularly and maintaining satisfactory sanitation and life safety standards in his or her room.
- IX. **Responsibilities for Room Use** - Furnishings provided by the College may not be removed from student rooms or common areas, nor may screens be removed from their proper location. Charges for moving furniture back to its proper location will be assessed against the student(s) responsible. Pictures, posters and other materials may be hung from the picture molding or may be attached to the walls with masking tape only. The use of nails, tacks, screws, scotch tape, glue, or other adhesives on walls, ceilings, closets, doors or furniture is prohibited. Damages resulting from violations will be assessed against the resident(s) responsible. Nothing is to be attached to the outside of room doors, nor is

anything to be attached to or displayed from windows. Excessive noise, which disturbs other residents or neighborhood residents, is prohibited. The use of water beds in the Residence Halls is prohibited. Students may have private telephones installed. Arrangements for telephone service are made directly with the phone company. Only one phone per residence hall room is permitted. The installation of wall or lighted phones is not permitted. The keeping or presence of pets in the Residence Halls is not permitted. Violators of this regulation may be subject to pet confiscation and-or eviction. Refrigerators are permitted in the student's room; however, any refrigerator drawing more than 1 amp and exceeding 2 cubic feet is prohibited. The use of electrical devices such as radios, record players, tape recorders, hair dryers, razors, and clocks is permitted providing such devices are plugged in within the room and do not exceed the amperage limits of the circuits within the room. Electrical cooking devices, sun lamps, electric blankets, or heating coils are not permitted in the residence halls. Exterior aerials and antennae on or extending from any residence hall are prohibited. Soliciting and-or canvassing is prohibited in the residence halls. Possession or use of barbells and other weight lifting equipment in the residence halls is prohibited.

## Public Telephones

Since you cannot be reached at the College telephone exchange, be sure to let those persons who will be calling you know the number nearest your room.

### ST. ALBERT

1st floor - 844-9910  
2nd floor - 844-9709  
3rd floor - 844-9772

### ST. BERNARD

1st floor - 844-9520  
2nd floor - 844-9550  
3rd floor - 844-9664

### ST. CASSION

1st floor - 844-9286  
2nd floor - 844-9287  
3rd floor - 844-9409

### ST. DENIS

1st floor - 844-9288  
2nd floor - 844-9289  
3rd floor - 844-9659

### ST. EDWARD

Basement - 844-9961  
1st floor - 844-9786  
2nd floor - 844-9843  
3rd floor - 844-8961

### ST. GEORGE

1st floor - 844-9191  
2nd floor - 844-9192  
3rd floor - 844-9193

### ST. HILLARY

1st floor - 844-9184  
1st floor - 844-9185  
2nd floor - 844-9194  
2nd floor - 844-0197  
3rd floor - 844-9195  
3rd floor - 844-9198

### ST. JEROME

ground floor - 844-9187  
1st floor - 844-9189  
1st floor - 844-9190  
2nd floor - 844-9188  
2nd floor - 844-9196  
3rd floor - 844-9183  
3rd floor - 844-9186

### ST. FRANCIS

1st floor - 844-9886  
2nd floor - 844-9893  
3rd floor - 844-9753



**Mail**

All mail and packages should be addressed as follows:

Box  
La Salle College  
P.O. Box 5150  
Philadelphia, Pa. 19141

Residents' mailroom is open 24 hours per day. Mailroom services (packages, key replacement, etc.):

Mon.-Fri. 8:30 A.M.-12:30 P.M.

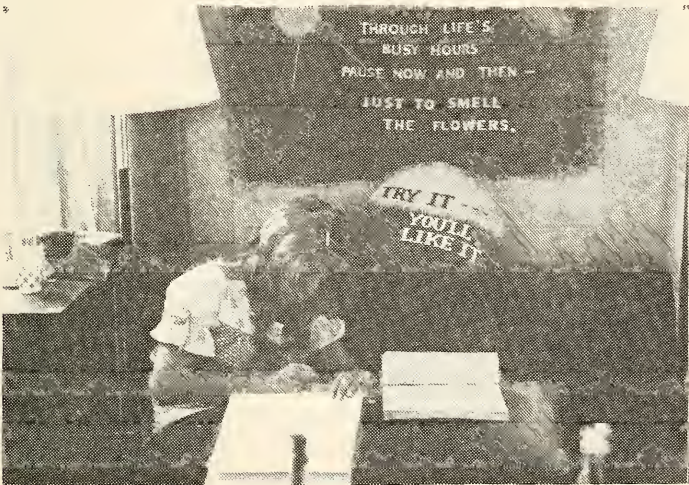
La Salle Hall mail is addressed to residents at their apartment. Correct street numbers for apartments are as follows:

- A — Apartment 5713 Wister Street, Philadelphia, Pa. 19138
- B — Apartment 5715 Wister Street, Philadelphia, Pa. 19138
- C — Apartment 5717 Wister Street, Philadelphia, Pa. 19138
- D — Apartment 5719 Wister Street, Philadelphia, Pa. 19138
- E — Apartment 5721 Wister Street, Philadelphia, Pa. 19138
- F — Apartment 5723 Wister Street, Philadelphia, Pa. 19138
- G — Apartment 5725 Wister Street, Philadelphia, Pa. 19138

**Cafeteria Hours For Residents**

Monday-Friday	
Breakfast	7:45-10:30
Lunch	10:30- 2:30
Dinner	4:20- 7:00
Saturday-Sunday	
Brunch	10:00-12:30
Dinner	4:20- 6:00

Replacement of lost meal tickets is handled through the Director of Food Services.



# CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION

*(Adopted April 1971; Revised January, 1973)*

## Article I

### Section I Name and Membership

- A. The name of this organization shall be the Student Government Association of La Salle College and will herein be referred to as S.G.A.
- B. All Students enrolled in the day division of La Salle College shall be members of this organization.

### Section II Representatives of S.G.A.

#### A. The president shall

1. Be elected, at large, by the college day division student body as official representative of S.G.A.
2. Represent the students as a voting member of College Council.
3. Preside over, and be a voting member of the Executive Board.
4. Authorize the expenditure of funds with the approval of the Executive Board.
5. Recommend to the Executive Board for consideration such measures as are expedient and necessary to carry on the business of S.G.A.
6. Have the power to call meetings of the Executive Board and special meetings of the Executive Board and the various committees.
7. Create such special committees as he deems necessary to assist him in carrying out his duties, with the approval of the Executive Board.

#### B. The vice president of S.G.A. shall

1. Be elected at large by the college day division student body.
2. Shall represent the students as a voting member of College Council if fulfilling residency requirements.
3. Be a standing member of the Student Affairs Committee.
4. Be a voting member of the Executive Board.
5. Act for the President in his absence and-or disability as determined by the Executive Board.
6. Succeed to the Presidency if that office is vacated.

#### C. The treasurer shall

1. Be elected at-large by the day division student body.
2. Be directly responsible for the proper management and disbursement of all S.G.A. funds, and submit monthly statements to the Executive Board on the first meeting of each month.
3. Draw up the S.G.A. budget in collaboration with the Executive Board of S.G.A. and expend funds upon the authorization and approval of the Executive Board.

4. Chair any student committees in the financial area of the college.
5. Be directly responsible to the Executive Board with overall responsibility to the student body.
6. Be a voting member of the Executive Board.

D. The secretary of S.G.A. shall

1. Be elected at-large by the day division student body.
2. Be the recording secretary of the Executive Board and maintain its minutes.
3. Be responsible for the conveyance of all S.G.A. information to the student body and the maintenance of S.G.A. records.
4. Report to the students on a monthly basis, through any communications, media convenient, (e.g. school paper, forums, etc.) all undertakings as representative of S.G.A.
5. Be responsible for the co-ordination of any student committees in the communication and public affairs area of the college.
6. Be a voting member of the Executive Board.

### Section III College Council Representation

- A. The president of S.G.A. shall represent the students as a voting member of College Council; fulfilling the residency requirements for the academic year to which he will be serving.
- B. If the vice president of S.G.A. is of a different residency status than the president, then he will sit with the President of S.G.A. on College Council; fulfilling the residency requirements for the academic year to which he will be serving.
- C. If the president and vice president of S.G.A. are both commuter students, then the president of Residence Council and the president of S.G.A. will serve as voting members of College Council.
- D. If the president and vice president of S.G.A. are both resident students, then the Executive Board of S.G.A. will appoint a commuter student from within its own membership to sit with the president of S.G.A. on College Council.
- E. If all the members of the Executive Board are residence students, then the Executive Board of S.G.A. shall appoint a commuter-student representative from one of the standing college committees to sit with the president of S.G.A. on College Council.
- F. College Council student representatives will be voting members for that academic year beginning with the College Council Workshop.

## Article II

### Section I Executive Board

#### A. Memberships

1. President of S.G.A.
2. Vice President of S.G.A.

3. Treasurer of S.G.A.
  4. Secretary of S.G.A.
  5. President of Senior Class
  6. President of Junior Class
  7. President of Sophomore Class
  8. President of Freshman Class
  9. Chairman of College Union Committees
  10. President of Inter Fraternity Council
  11. President of Residence Council
  12. Chairman of Academic Affairs Commission.
- The above shall be the voting members of the Executive Board.

## B. Procedures and responsibilities

1. The President of S.G.A. shall chair the meetings and prepare the agendas with the assistance of the Executive Board.
2. The Executive Board shall be responsible for all matters that are not the representative responsibility of the individual officers of the S.G.A.
3. The Executive Board shall make appointments to all College committees and establish any committees deemed necessary to carry out the business of the S.G.A.

## Article III - Succession

### Section I

- A. If the Presidency is vacated for any reason, the Vice President shall immediately assume the Presidency.

### Section II

- A. If the Vice Presidency is vacated for any reason, including his succession to the Presidency, the President shall appoint another which must be approved by a quorum of the entire Executive Board.

### Section III

- A. If a President of a class resigns, or must give up his office, the Vice President of that class succeeds to the Presidency. A special election will be held to fill the vacancy of the Vice President.

### Section IV

- A. If there is a vacancy in any office of any of the other components of the Executive Board, this vacancy shall be filled according to the Constitution of the respective organization.

## Article IV Elections

### Section I Election of President and Vice President of S.G.A.

- A. The candidates for President, Vice President, Treasurer and Secretary of S.G.A. shall be elected during the third Tuesday, Wednesday and Thursday of the month of February.



- B. The candidates for representatives of S.G.A. shall submit a nomination petition, signed by at least 100 day division students on or before the date established by the Judge of Elections, before they may begin their campaigns.
- C. The representatives of S.G.A. shall be elected by a plurality of the vote.

## Section II Class Elections

- A. A President, Vice President, Treasurer and Secretary shall be elected by their respective classes during the third Tuesday, Wednesday, and Thursday of the month of February, with the exception of the Freshmen who shall be elected during the second Monday, Tuesday and Wednesday of the month of November.
- B. The candidates must abide by the election rules established by the election committee and approved by the Executive Board.
- C. The candidates shall submit a nomination petition signed by at least fifty members of their respective classes, on or before the date established by the Judge of Elections, before they may begin their campaigns.
- D. The candidates shall be elected by a plurality of the vote.

## Section III

- A. The representatives and Class officers shall take office during the third week of March, excluding Freshman Class officers.

## Article V Amendments

At least two-thirds (2-3) membership of the Executive Board and of class officers, with the exception of the Presidents of the respective classes who are members of the Executive Board, must vote on any proposed amendment. Two-thirds (2-3) of the vote must be affirmative in order for the proposed amendment to be adopted. In a campus-wide referendum, if felt necessary by the Executive Board, two-thirds (2-3) of the vote must be affirmative in order for the proposed amendment to be adopted.

## Article VI Repeal

To repeal this constitution at least two-thirds (2-3) of the S.G.A. membership must vote. Two-thirds (2-3) of those voting must vote affirmative.

## Article VII

### Section I

- A. The General Membership meetings and meetings of the Executive Board shall be conducted in accordance with the rules of parliamentary procedure.
- B. The Executive Board shall select from within the Board Members a parliamentarian who shall serve throughout the year; and, being of the power to interpret and enforce said rules.

## **Article VIII Impeachment**

### **Section I**

- A. Impeachment procedure may be initiated against an Executive Officer of the Student Government Association by a 2-3 majority vote of all members of the Executive Board; through a secret ballot. All charges are to be presented at this time.
- B. If a positive vote for impeachment is brought against an Executive Officer of S.G.A., then there shall be an open preliminary review before the entire Executive Board of S.G.A. and all of the Class Officers, one week after charges have been filed; and, at which time both parties shall defend their position.
- C. Impeachment shall occur by a 2-3 majority of votes cast, by secret ballot, by the entire Executive Board of S.G.A. and all of the Class Officers.
- D. If a 2-3 majority vote is not reached, through secret ballot, at any point in this procedure, the person so charged shall be cleared of said charges.

## **STUDENT PRESS COMMITTEE (formerly STUDENT PUBLICATIONS BOARD) BY-LAWS (As AMENDED, July, 1973)**

### **A. OBJECTIVES**

The administration of La Salle College has established the Student Press Committee to create and maintain an environment at La Salle in which high quality student newspapers will most effectively benefit the entire College Community. The Committee will formulate general policies for student newspapers and advise the Vice President for Student Affairs on related matters.

### **B. RESPONSIBILITIES**

- 1. The Committee will appoint the editors of student newspapers from those certified by the respective staff editorial boards, or from other applicants should these boards fail to submit candidates;
- 2. The Committee will meet for pre-publication consultation with student editors at the request of any Committee member or of the Vice President for Student Affairs;
- 3. The Committee will conduct regular written post-publication reviews of student newspapers;
- 4. The Committee will review all financial and legal matters involving student newspapers;
- 5. The Committee will approve any student newspaper which is funded by La Salle College or accepts paid advertising, and which uses the name of La Salle College;
- 6. The Committee may question any policy of a student newspaper and make recommendations to the governing editors of the paper;

7. The Committee may, with just cause, impose censure, suspension, or removal as editor upon any editor-in-chief of a student newspaper, provided the student has been given an opportunity to present his or her case before the Committee (see Appendix B to these By-Laws).

### C. Membership

1. The Committee will be composed of the following (six) voting members:
  - a. Student: Day Collegian Editor, ex officio
  - b. Student: Evening Collegian Editor, ex officio
  - c. Student: Appointed by the student governing body
  - d. Faculty Members: 2 to be appointed by the Faculty Senate per its "Resolution on Procedures for College Committee Assignments," for a 3 year term
  - e. Administrator: To be appointed by the Vice President for Student Affairs, for a 3-year term.
2. Officers
  - a. Chairman: To be elected annually by the members of the Committee from its membership. His or her duties will be to preside over meetings and to act for the Committee in matters which it delegates him;
  - b. Vice Chairman: To preside in those instances when the Chairman is not present;
  - c. Secretary: Administrative appointee, ex officio.

### D. MEETINGS

1. Regular Meetings: The Committee will meet monthly during the academic year.
2. Special Meetings: The Chairman may call a meeting whenever circumstances warrant doing so.

E. QUORUM: A quorum will consist of four members of the Committee.

F. AMENDMENT: The By-Laws may be amended by a majority of the Committee (i.e. at least four) provided the proposed amendment was listed on the agenda.

*(Approved by Publications Board, July 2, 1973. Pending approval of the Student Affairs Committee.)*

## APPENDIX A

(From the "JOINT STATEMENT ON RIGHTS AND FREEDOMS OF STUDENTS" BY AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS, U.S. NATIONAL STUDENT ASSOCIATION,

ASSOCIATION OF AMERICAN COLLEGES, NATIONAL  
ASSOCIATION OF STUDENT PERSONNEL ADMINISTRATORS,  
AND NATIONAL ASSOCIATION OF WOMEN DEANS AND COUN-  
SELORS)

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entail corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension, and removal because of student, faculty, and administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.
3. All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university or student body. "Joint Statement on Rights and Freedoms of Students" by American Association of University Professors, U.S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors.



## APPENDIX B

### GUIDELINES FOR CENSURE, SUSPENSION, OR REMOVAL OF STUDENT EDITORS-IN-CHIEF

The Student Press Committee subscribes to the principles articulated in the "student publication" portion of the AAUP "Joint Statement on Rights and Freedoms of Students," portions of which appear as APPENDIX A above. The Committee particularly agrees that "student publications ... are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus," that "they are a means of bringing student concerns to the attention of the faculty and the institutional authorities," and that they are vehicles for the formulation of "student opinion on various issues on the campus and in the world at large." The Committee emphasizes, therefore, that "the student press should be free of censorship and advance approval of copy, and its editors ... should be free to develop their own editorial policies and news coverage."

The Committee also agrees that "the editorial freedom of student editors ... entails corollary responsibilities to be governed by the canons of responsible journalism. Accordingly, the Committee is bound not to allow student publications to be used by those who perpetrate libel, indecency, undocumented allegations attacks on personal integrity, and the techniques of harassment and innuendo.

The Student Press Committee, encourages free inquiry and free expression for student editors, and views the invoking of censure, suspension, or removal of a student editor-in-chief as extraordinary. If such punitive action must be taken, the Committee feels equally bound to guarantee procedural fairness to any student editor, and therefore establishes the following guidelines for due process:

1. Since (at least some) student newspaper editors-in-chief are members of the student Press Committee, any formal action by the Committee will hopefully be precluded through open exchange by all members of the Committee on controversial matters.
2. If informal consensus cannot be attained, or if student editors should evince bad faith through refusal either to appear before the full Committee or to discuss their rationales for certain editorial decisions, the Committee can officially censure, through majority vote of the full Committee (i.e. at least four votes), a student editor-in-chief (a student editor who is a member of the Committee would not vote should he be the accused in the case).

3. Suspension or removal of an editor as editor may be imposed only after the student has been informed in writing of the charges against him, and after he has been provided a fair opportunity to refute such charges. The Student editor would be entitled to an advisor, could call witnesses, conduct cross-examination, and so forth. The Committee's decision may be appealed directly to the Vice President for Student Affairs.

## COLLEGE CAMPUS DIRECTORY

	<i>Location</i>	<i>Phone</i>
Accounting Department	C-201-B	347
Admissions Office (Day)	1923 W. Olney	207
Admissions Office (Evening)	C-110	411
Art Department	2103 Clarkson	421
Asst. Union Director	U-1st	281
Athletic Office	H-217	251
Ballroom (Union Lounge)	U-2nd	317
Barber Shop	U-LL	311
Biology Department	S-213	346
Bursar	C-101	224
Business Law Department	C-317	340
Business Office	C-103	221
Cafeteria	U-1st	306
Campus Post Office	C-LL	247
Campus Security	20th Street Gate	380
Campus Store	U-1st	241
Chaplain (Campus Ministry)	C-LL	255, 316
Chemistry Department	S-315	258
Club Room	U-LL	432
Collegian (Newspaper)	McS-LL	315
Computer Center	C-216	283
Counseling Center	McS-1st	231
Dean, Arts & Sciences	C-102	211
Dean, Business Administration	C-100	213
Dean, Evening Division	C-112	408
Dean of Students	CU-303	353
Development Office	5521 Wister	423
Dispensary	George Hall	240, 249
Duplicating Department	C-LL	247
Earth Science Department	S-212	376
Economics Department	O-250	544
Education Department	O-258	545
Educational Placement Office	B-2nd	383
English Department	O-145	339
Explorer (Yearbook)	McS-LL	433
Finance Department	C-312, 314	278
Food Services Director	U-1st	306

Foreign Language Department	O-245	429, 430, 431
History Department	O-345	538
Financial Aid Office	B-1st	429, 430, 431
Honors Center	McS-LL	378
Housing Director	Albert Hall	112-360
Industrial Relations Department	C-301	347
Information	C-109	"O"
Interfraternity Council	U-304	318, 319
Language Laboratory	O-200	592
Library		271
Library - annex	Wister Hall	
Lost and Found	U-Director	281
Mailroom	C-LL	329
Maintenance Department	McC-1st	236
Management Department	C-301-B	412
Marketing Department	C-302	345
Mathematics Department	S-11	372
Music Room	U-2nd	397
News Bureau	B-2nd	286
Philosophy Department	W-201	239
Physics Department	S-127	375
Placement & Career Planning	B-2nd	296
Political Science Department	O-358	576
Presidential Suite	U-2nd	300
President's Office	Bro. Residence	201
Psychology Department	S-123	350
Public Affairs Office	B-1st	245
Registrar	C-107	226
Resident's Mailroom	George Hall	329
ROTC	McC-West	284
Snack Bar	U-1st	306
Sociology Department	O-350	574
Student Activities	CU-305	288, 289
Student Congress (Evening)	U-304	318, 319
Student Government (Day)	U-300, 304	427, 318, 319
Text Book Store	McC-East	428
Theatre	U-1st	308
Theology Department	McS-2nd	363
Union Director's Office	U-1st	281
Union Ticket Office	U-1st	281
Urban Studies Center	5501 Wister	843-6573, ext. 463
Vice President, Academic Affairs	C-106	204
Vice President, Business Affairs	C-103	221
Vice President, Public Affairs	B-1st	245
Vice President, Student Affairs	C-106	215, 216

#### LEGEND

B . . . . . Benilde Hall	McS . . . . . McShain Hall
C . . . . . College Hall	O . . . . . Olney Hall
LH . . . . . Leonard Hall	S . . . . . Holroyd Science Center
H . . . . . Hayman Hall	U . . . . . College Union
McC . . . . . McCarthy Stadium	W . . . . . Wister Hall

## CALENDAR

August	28-30	In-person Registration
September	2	Freshmen residents report
	5	Beginning of classes, Opening Mass
October	21	Academic Convocation
	29	Mid-Semester Holiday
November	11	Annual Open House
	21	Residence Halls close (6:00 P.M.)
	22-26	Thanksgiving Holidays
	25	Residence Halls reopen (1:00 P.M.)
December	14-21	Fall-semester examinations
	21	Residence halls close (6:00 P.M.)
January	8-10	In-person Registration
	13	Residence Halls reopen (3:00 P.M.)
	14	Beginning of classes
March	1	Residence Halls close (6:00 P.M.)
	4-9	Mid-semester holiday
	10	Residence Halls reopen (3:00 P.M.)
	11	Classes resume
April	11	Easter holiday begins at 4:30 P.M.
	11	Residence Halls Close (6:00 P.M.)
	15	Residence Halls reopen (3:00 P.M.)
	16	Classes resume
	21	Putting Him Through Ceremony
April 30-May 7		Spring semester examinations
May	11	Baccalaureate liturgy (4:00 P.M.)
	11	Senior-Faculty Reception
	12	Commencement (3:00 P.M.)





## **EMERGENCY TELEPHONE NUMBERS**

### **LA SALLE COLLEGE**

City Fire Department	563-6700
City Police	231-3131
Campus Security Guards	ext. 380
Germantown Hospital	438-9700
Campus Dispensary	ext. 240, 249
Campus Ministry	
Fr. Henry A. Jaffola	ext. 255
Counseling Center	ext. 231

### **FOR READY REFERENCE**

Changing or dropping course - Academic Dean  
Rostering difficulties - Registrar  
Use of Union Facilities - Union Director  
Religious or personal problems - Chaplain  
Personal, vocational, study problems - Counseling Center  
Financial Aid - Director of Financial Aid  
Transcripts - Registrar  
Reservation of athletic facilities - Athletic Director  
Lost and Found - Union Director  
Career planning, work study, placement - Career Planning and Placement Office  
News releases - News Bureau  
Changes in dormitory rooms - Director of Housing  
Lost meal tickets - Director of Food Services  
Reservation of Union facilities - Union Director  
Lost I.D. Cards - Dean of Students office  
I.D. cards validated - Union Ticket Office  
Residence hall reservations - Director of Housing  
Basketball tickets - Union Ticket Office

# LA SALLE COLLEGE BULLETIN

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